



UNITED STATES COURT OF APPEALS

District of Columbia Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001

Vacancy Announcement Number: USCA-16-07

Position Title: ASSISTANT DIRECTOR OF THE LEGAL DIVISION

Salary Range: \$102,447 - \$160,300 (CL 31, comparable to GS 15)

Position Location: WASHINGTON, D.C.

Opening Date: August 12, 2016

Closing Date: OPEN UNTIL FILLED - To ensure consideration, submit application by August 19, 2016.

POSITION SUMMARY: This position begins January, 2017. The Office of the Clerk and the Legal Division, U.S. Court of Appeals for the D.C. Circuit, are seeking a highly qualified attorney to serve as the Assistant Director of the Legal Division. The Assistant Director supervises, develops and mentors professional and support staff. The incumbent provides the court substantive legal research and analysis. The incumbent responds to inquiries from judges, chambers staff, other court units, the public, and members of the bar. The incumbent provides human resource management services to the court unit, including planning and developing personnel policies and procedures, and conducting performance evaluations. The incumbent also performs special projects as required by the Director of the Legal Division and Clerk of Court. The incumbent provides after-hours supervisory duty for emergency matters.

RESPONSIBILITIES: Provides legal, procedural, and substantive advice to the Court and Clerk's Office staff; conducts research on general legal questions posed by judges and the Clerk and prepares memoranda on the results of the research. Provides guidance, advice, and assistance to staff attorneys regarding substantive and procedural legal issues. Provides guidance to court staff on local and federal rules and procedures. Assists the Director of the Legal Division and the Clerk of Court with matters concerning the management of the office, including the evaluation of short- and long-term institutional goals and strategies. Reviews submissions from line attorneys and staff (including draft memos, proposed orders, and similar documents), ensuring that the quality of the work comports with court standards. Screens cases for jurisdictional issues and assesses the difficulty of the appeal and the necessity for oral argument. Oversees cases dealing with national security, terrorism, and counterespionage which require special handling of classified materials and information. Ensures a stable operation of the Legal Division's office and participates in hiring decisions. Supervises, develops, and mentors professional and support staff, including establishing standards and reviewing work. Establishes work procedures for employees, provides relevant information and delegates work fairly and consistently. Oversees work product and processes and provides guidance as required. Prepares orders disposing of procedural motions. Provides advice to the Clerk's Office Operations Unit regarding the processing of motions, preparation of votesheets, and drafting of orders.

QUALIFICATIONS: The caseload of the D.C. Circuit involves virtually every area of federal law and is unique in the number of cases filed against the executive branch. Because the incumbent must be able to advise the judges and Clerk on difficult, varied, and important legal issues, the court is highly selective in its hiring. The court is looking for an individual who has the ability to analyze complex legal issues quickly and to communicate clearly, both orally and in writing.

Prior experience working for a federal court, especially in a Clerk's Office or Staff Attorney Office, is preferred.

At a minimum, applicants must possess a J.D. degree, be a member of the bar of a state or the District of Columbia, and have at least four years of specialized experience gained after graduation from law school, including at least one year equivalent to work at the CL-30.

Specialized Experience

Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

Educational Substitutions

The following may be credited as one year of specialized experience:

- Graduation in the upper third of class from a law school accredited by the American Bar Association or the Association of American Law Schools;
- Membership on the editorial board of a law review of such a school;
- Graduation from a law school on the approved list of the American Bar Association or that of the Association of American Law Schools with an advanced degree (LLM or equivalent); or
- Demonstrated proficiency in legal studies which, in the opinion of the appointing official, is the equivalent of the above.

The following are examples of criteria that are considered to be acceptable as equivalent:

- Publication of a noteworthy article in a law school student publication or other scholarly publication;
- Special high-level honors for academic excellence in law school, such as election to Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; or
- Significant pre-graduation legal experience:
 - in a law school clinical program,
 - as a law clerk to a judge of a court of record (either full- or part- time), or
 - as a law clerk in a private law firm or law department of a governmental agency, provided that such participation and experience were not for academic credit.

A judicial clerkship, law review membership, or comparable legal research and writing experience is desirable. Litigation experience is advantageous. Graduation in the top 25% of law school class is preferred.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements.

In addition, your continued employment is contingent upon the satisfactory completion of a background records check. A full background investigation for a security clearance will be required.

The successful applicant must be a United States citizen or eligible to work in the United States. This position is an excepted appointment and is "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send letter of application, resume and unedited writing sample to:

U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5534
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
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